

**U.S. DEPARTMENT OF COMMERCE  
THE UNITED STATES MANUFACTURING COUNCIL  
MEMBERSHIP BALANCE PLAN**

*Section 5(b)(2) of the FACA requires "...the membership of the advisory committee to be fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee." The corresponding FACA regulations reiterate this requirement at 41 CFR § 102-3.30(c), and, for discretionary committees being established, renewed, or reestablished, require agencies to provide a description of their plan to attain fairly balanced membership during the charter consultation process with GSA (41 CFR § 102-3.60(b)(3)). The document created through this process is the Membership Balance Plan. The regulations further clarify that (1) the purpose of the membership balance plan is to ensure "that, in the selection of members for the advisory committee, the agency will consider a cross-section of those directly affected, interested, and qualified, as appropriate to the nature and functions of the advisory committee;" and (2) "[a]dvisory committees requiring technical expertise should include persons with demonstrated professional or personal qualifications and experience relevant to the functions and tasks to be performed." (41 CFR § 102-3.60(b)(3)).*

1. **Name.** The United States Manufacturing Council.
2. **Authority.** The United States Manufacturing Council (Council) was established by the Secretary of Commerce (Secretary) pursuant to duties imposed by 15 U.S.C. 1512 upon the Department of Commerce, in compliance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App., and with the concurrence of the General Services Administration.
3. **Mission/Function.** The Council's mission is to advise the Secretary on government policies and programs that affect United States manufacturing and serve as a forum for discussing and proposing solutions to industry-related problems. The Council shall act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the manufacturing sector. The Council shall recommend ways to ensure that the United States remains the preeminent destination for investment in manufacturing throughout the world. The Council shall report to the Secretary on its activities and recommendations regarding United States manufacturing.
4. **Points of View.** The Council shall have up to 30 private sector members appointed by the Secretary, in accordance with applicable Department of Commerce guidance and on the basis of their ability to carry out the objectives of the Committee. Members shall represent a broad range of companies in the manufacturing sector from a balanced cross-section of the U.S. manufacturing industry, including in terms of points of view, products, company sizes, demographics, and geographic locations, and shall seek representation from large, medium and small manufacturing companies.

Careful review of membership structure and industry subsector representation will occur with each application for membership to ensure balanced representation on the Committee. In

addition, the Secretaries of the Treasury, Labor and Energy (or their designees) will serve on the Council as *ex officio*, non-voting members.

All private sector members of the Council will serve in a representative capacity, expressing the views and interests of both their sponsoring company and their industry subsector.

5. **Balance Factors.** Considerations when reviewing applications for membership and making appointments will include geographic diversity; demographics; diversity in size of company to be represented; and representation of a broad range of products in the manufacturing industry.
6. **Candidate Identification Process.**
  - (a) **Describe the Process Used:** Candidate identification will come from various sources, including a Federal Register notice, recommendations from current and former Council members, Department of Commerce industry contacts and meetings, recommendations from industry and government sources, and outreach to relevant trade associations. Searches for candidates will continue until all vacancies are filled.
  - (b) **Identify Agency Staff:** The Secretary will make final determinations, with input from the Under Secretary of Commerce for International Trade, the Assistant Secretary of Commerce for Industry and Analysis, the Deputy Assistant Secretary for Manufacturing, the Office of Advisory Committees and Industry Outreach, the Office of Business Liaison and the Policy Office of the Secretary.
  - (c) **Vacancies:** Should vacancies occur, the Office of Advisory Committees and Industry Outreach will initiate the candidate identification process specified above to solicit candidates to fill the vacancy unless the term of the appointment would expire prior to being able to fill the vacancy.
  - (d) **Membership Term Limit:** Council members serve for terms of two years at the pleasure of the Secretary. Members may be reappointed to any number of additional terms, provided that the member proves to work effectively on the Council and his/her knowledge and advice is still needed.
7. **Subcommittee Balance.** The Executive Director of the Council (the Assistant Secretary for Industry and Analysis) may establish such subcommittees of the members as may be necessary, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittees must report back to the Council and do not provide advice or work products directly to the Secretary. The process for determining membership balance of subcommittees is the same as the process for the Council.
8. **Other.** Appointments shall be made without discrimination on the basis of age, ethnicity, gender, sexual orientation, disability, or cultural, religious, or socioeconomic status.
9. **Date Prepared.** The Membership Balance Plan was prepared on February 5, 2014.